

DEPARTMENTAL REGULATION		Number: 5004-003
SUBJECT: Procurement Reporting System	DATE: November 19, 1990	
	OPI: Office of Operations Procurement Division	

1 PURPOSE

This regulation prescribes procurement reporting requirements implementing the Federal Procurement Data System (FPDS), where further implementation is needed, and supplements the FPDS Reporting Manual when coverage is needed for subject matter not covered in that Manual. This regulation has been revised to reflect changes to the Department's reporting system and to the FPDS Reporting Manual since the regulation was first issued.

2 SPECIAL INSTRUCTIONS/CANCELLATIONS

a This regulation is a revision of and cancels DR 5004-3, Procurement Reporting System, dated July 25, 1989.

b All procurement actions dated on or after October 1, 1988 shall be reported using the SF 279, Individual Contract Action Report, or the SF 281, Summary Contract Action Report, as prescribed by Appendix A, if the actions obligate or deobligate appropriate funds. Commodity procurements using either appropriated or non-appropriated funds shall be reported using either the SF 279 or the SF 281 as prescribed by appendix A. Contracting Offices shall use the FPDS Reporting Manual (October 1988 edition as amended) for guidance in coding those procurement actions reported on SF 279's. Appendix A provides additional guidance for reporting procurement actions, and should be used together with FPDS Reporting Manual. The parts, subdivisions, paragraphs and sections of Appendix A match the corresponding units of text in the Reporting Manual.

3 RESPONSIBILITIES

a Contracting Offices must use this Departmental Regulation together with the FPDS Reporting Manual to code all procurement actions reported on the SF 279. Individual Contract Action Report.

b Contracting Offices shall ensure that employees have ready access to copies of the FPDS Reporting Manual, the FPDS Product and Service Code Manual, and any other publications which they need to properly complete the SF 279. Lists of publications available for assistance in coding and submitting data appear in Appendix C and in the FPDS Reporting Manual Appendix C.

c Anyone in a contracting office may complete the SF 279, Contracting officers, however, shall review all SF 279's prior to submission to ensure that each report is correct.

d Contracting Offices shall ensure that all SF 279 reports submitted are accurate, correctly coded, and timely submitted.

e USDA agencies shall provide guidance to agency contracting offices concerning the completion and proper submission of SF 279 reports. In the event an agency is unable to answer a question concerning reporting, the agency shall consult with the Procurement Division, Office of Operations (OO), to develop an answer.

f USDA agencies shall submit to OO information copies of all written guidance disseminated to agency contracting offices within 60 days of such dissemination or publication.

g USDA agencies shall ensure that reports returned for corrections are corrected and resubmitted within the time frames established by this Regulation.

4 BACKGROUND

Since DR 5004-3, dated July 25, 1989, was published, three amendments to the FPDS Reporting Manual have been distributed to USDA contracting offices. In addition, the OFM/NFC SF 279 Reporting System, which allows offices to enter SF 279 data directly into the USDA procurement database, became operational. During a transitional period ending September 30, 1991, contracting offices may submit SF 279 data to OO Procurement Division using either paper forms or electronic records. Commencing October 1, 1991, the procurement reporting system will no longer use paper SF 279s.

5 INQUIRIES

Direct questions concerning this regulation or requests for additional copies to the Policy and Review Team, Procurement Division, Office of Operations, FTS 447-7527 (Commercial - (202) 447-7527). Suggestions for improvement should be submitted in writing to:

USDA Office of Operations

Policy and Review Team

Procurement Division

14th and Independence Ave., S.W.

Room 1575-S

Washington, DC 20250

APPENDIX A

USDA SUPPLEMENT

FEDERAL PROCUREMENT DATA SYSTEM REPORTING MANUAL

PROCUREMENT DIVISION

OFFICE OF OPERATIONS

PART I GENERAL INFORMATION

A. SCOPE

The purpose of this Departmental Regulation is to implement the Federal Procurement Data System (FPDS), where further implementation is needed, and to supplement the Federal Procurement Data System Reporting Manual when coverage is needed for subject matter not covered in the FPDS Reporting Manual. This Regulation is not by itself a complete document as it must be used in conjunction with the FPDS Reporting Manual.

B. APPLICABILITY OF THIS REPORTING MANUAL

The provisions of this reporting manual apply to all offices within the Department which award contracts or issue purchase orders using appropriated funds. The manual's provisions also apply to all commodity procurements and to contract actions using non-appropriated funds which are reportable under the Trade Agreements Act of 1979.

C. PROCEDURES FOR ISSUING CHANGES TO THE REPORTING MANUAL

Suggested changes to the FPDS Reporting Manual may be submitted to the U.S. Department of Agriculture, Procurement Division, Office of Operations. Proposed changes to this Departmental Regulation or any subsequent Departmental Regulation supplementing the FPDS Reporting Manual shall be submitted for review to the Office of Operations.

PART II GENERAL REPORTING REQUIREMENTS

A. RESPONSIBILITIES

1. Contracting offices shall send SF 279's to the following established data collection points:
 - a. Paper forms shall be sent to:

USDA, Office of Operations

Procurement Division (Policy and Review Team)

Room 1575-South Building

Washington, D.C. 20250
 - b. Offices using the OFM/NFC SF 279 Reporting System shall transmit SF 279 data by LAN or by other telecommunication system to the National Finance Center.
2. Individual contracting offices shall ensure that procurement actions are reported utilizing the SF 279 or the SF 281 reporting systems, as appropriate.
3. Each contracting office shall submit SF 279 reports within three (3) working days of the actions reported. Reports may be submitted after three (3) days when unusual circumstances prevent timely submission (e.g.; delays occur in obtaining a Contractor Establishment Code). DO NOT SUBMIT INCOMPLETE REPORTS UNDER ANY CIRCUMSTANCES.
4. The Procurement Division, Office of Operations, shall review SF 279 reports for errors and shall notify each Department of Agriculture agency about incomplete and incorrect reports submitted by that agency's contracting offices. The Procurement Division shall return incomplete and incorrect SF 279 paper forms to the agency.
5. Each Departmental agency shall transmit returned SF 279s to the issuing contracting office within ten working days of receipt.
6. Contracting Office shall complete and resubmit SF 279 forms returned as incomplete or incorrect within three working days of receipt.
7. Contracting Offices shall correct errors on SF 279 reports within three working days after notification of the errors. Contracting offices shall use correcting data entries (Type of Data Entry = C) to correct errors appearing in the SF 279 data base.

8. The National Finance Center shall forward a tape of SF 279 data to OO Procurement Division within seven working days after the end of each month.

9. Each Departmental agency shall transmit Purchasing Office Reports, reports received from OO, changes to the FPDS Reporting Manual and to the Product/Service Code Manual, and other regulations, notices and instructions pertaining to Departmental reporting policy and procedures to its contracting offices within ten working days of receipt.

B. REPORTS REQUIRED BY THE FPDC

There are a maximum of eight (8) reports required when reporting data to the FPDC:

1. Data Transmittal Memorandum (See Part III). This report will be completed by the Procurement Division, Office of Operations.

2. Individual Contract Action Report (ICAR) (See Part III). This report (SF 279) will be completed by the individual contracting offices.

3. Summary Contract Action Report (\$25,000 or Less) (See Part III). This report (SF 281) will be completed by the individual contracting offices and the National Finance Center.

4. Individual Contract Report for Contracts Exceeding \$150,000 for the Purchase of Supplies and Equipment (Non-appropriated funds) (See Part IV). This report will be completed by the individual contracting offices.

5. Letter Report of Total Procurement of Supplies and Equipment (See Part V). This report will be completed by the Procurement Division, Office of Operations.

6. Contracting Offices Code Report (See Part VI). This report will be completed by the individual contracting offices. This report is only used to report the code for a new contracting office or to report changes to existing contracting office titles, addresses, or codes.

7. Contracting Advisory and Assistance Services Special Report (See Part VII). This report is not applicable to Department of Agriculture agencies.

8. Letter Report On Contract Awards To Public or Private Organizations For The Handicapped (Sheltered Workshops) Under Small Business Set-Asides (See Appendix E). This letter report shall be completed by any contracting office which has made an award to a sheltered workshop pursuant to Pub. L. 100-590 sec. 133(a). It shall be submitted to the Procurement Division, Office of Operations, at the same time as the SF 279 reporting the award.

PART III REPORTING INSTRUCTIONS AND FORMS

A. DATA TRANSMITTAL MEMORANDUM

The USDA, Procurement Division, Office of Operations is the designated central agency data collection point and will be responsible for the Data Transmittal Memorandum.

B. PRIME CONTRACT AWARD REPORTING

1. GENERAL REPORTING REQUIREMENTS (SF 279 AND SF 281)

- a. USDA Agencies shall report contract actions obligating or deobligating appropriated funds using the SF 279 or the SF 281.
- b. USDA Agencies shall report commodity procurements obligating or deobligating funds from any source. Agencies shall use the SF 279 or the SF 281 to report the commodity procurements in the same manner as if they were contract actions made using appropriated funds.
- c. Any contract action over \$25,000, including delivery orders over \$25,000, must be reported on the Individual Contract Action Report, SF 279.
- d. Any contract resulting from IFB's, RFP's, or other formal solicitation procedures shall be reported on the SF 279, if the contract obligates more than \$500.
- e. Modifications adding or subtracting more than \$500 must be reported on the SF 279 if they modify contract actions previously reported on the SF 279.
- f. Delivery orders over \$500 issued against USDA contracts with estimated values over \$25,000 must be reported on the SF 279.
- g. All contract actions, including small purchases, with a value over \$500 shall be reported on the SF 279 for the following products or services which have been identified as Designated Industry Groups subject to the reporting requirements of the Business Opportunity Development Reform Act of 1988 (Pub.L. 100-656):

(1) Architect-engineer contracts, including all surveying or mapping services (Standard Industry Classification (SIC) Codes 8711, 8712, 8713. Also report all actions for service codes R404, T002, T004, T008, T009, and T014.)

(2) Construction contracts (SIC Major Groups 15, 16, and 17, excluding service codes Y216 and Z216, dredging contracts.)

(3) Refuse Collection (service code S205.)

(4) Ship repair (service codes J998, J999)

h. All other contract actions awarded on Purchase Order form AD 838 with an anticipated award value of \$25,000 or less, including ALL modifications of those awards (even if the revised award amount would exceed \$25,000) shall be reported in the Summary Contract Action Report (\$25,000 or Less), SF 281 by the National Finance Center.

i. Contract actions neither reported on the SF 279 nor reported to the National Finance Center using form AD 838 shall be reported using the SF 281.

2. REPORTABLE/NONREPORTABLE ACTIONS

a. Contracting offices shall ensure that unclassified information on the contract actions is reported on either the AD 838, the SF 281, or the SF 279 including, but not limited to:

(1) Contracts resulting from IFB's, RFP's, or other solicitations;

(2) Architect-Engineer contracts;

(3) Modifications valued at more than \$500 to contract actions;

- (4) Renewal of formal contracts;
- (5) Terminations of previously reported contracts (for convenience or for default);
- (6) R&D contracts with private firms, foundations, universities, and State or local governments;
- (7) Leases of equipment, facilities, land, etc. from sources outside the Federal Government (i.e., computers from IBM, automobiles from Hertz, office space from a State or local government);
- (8) Purchases of utilities from non-federal sources such as the Potomac Electric Power Company;
- (9) Procurement of transportation of people or thing from non-federal sources unless Government Travel Requests (GTR's) or Government Bills of Lading (GBL's) are used;
- (10) Procurement of commodities using appropriated or non-appropriated funds;
- (11) Orders placed against FSS contracts and Government Printing Office contracts;
- (12) Orders placed against USDA indefinite quantity or requirements contracts;
- (13) Other delivery orders.

b. Contracting offices shall not report the following actions:

- (1) R&D contracts with other Federal agencies
- (2) Leases of equipment, facilities, land, etc. from other

Federal agencies (i.e., office space from GSA);

(3) Purchases of utilities from Federal sources such as the Bonneville Power Authority and the Tennessee Valley Authority;

(4) Purchases of services from other Government agencies;

(5) Purchases of construction, alteration, repair, or maintenance of real property from federal sources, such as alterations performed by GSA.

(6) Indefinite delivery contracts and basic ordering agreements unless the action involves obligation or deobligation of funds. There are no "initial loads" of contract data.

c. Figure A-1 illustrates requirements for reporting contract actions.

C. INSTRUCTIONS FOR REPORTING ON THE INDIVIDUAL CONTRACT ACTION REPORT (ICAR) - SF 279

GENERAL. Instructions for completing the SF 279 appear on pages 27-41 of the FPDS Reporting Manual.

Complete an SF 279 for every reportable procurement action. If you are using the paper form, retain a copy in the appropriate contract and/or delivery order file to document your submission of the form.

As the codes used for completing the SF 279 are both alphabetic and numeric, special care should be taken when entering the following characters "2's" and "Z's"; "O's" and "U's"; "O's" and "0's" (zero's); "S's" and "5's"; "4's" and "H's"; "G's" and "6's"; and "7's" and "T's". Characters that are not entered clearly can easily be miskeyed. Remember to slash all zeros (0).

Complete all forms on the SF 279 unless the FPDS Reporting Manual, or this regulation, allows the item to be left blank.

ITEM 1. REPORTING AGENCY

Do not use the four digit agency identification code from FIPS 95 for Item 1. The NFC FPDS Reporting System will translate your agency's code to the appropriate FIPS 95 code before NFC reports USDA data to FPDS. A table of acceptable codes for Department of Agriculture agencies is included as Appendix E. Use the appropriate agency code from Appendix E.

ITEM 2. CONTRACT NUMBER

When entering the contract number, do not include dashes or other forms of punctuation, and do not leave spaces between characters.

Reports of USDA contracts which report contract numbers failing to conform to the format prescribed by the Agriculture Acquisition Regulation (AGAR), 48 CFR 404.870-2, may be rejected. However, ASCS and AMS commodity offices may use contract numbers that do not conform to the Departmentwide contract numbering system.

ITEM 3. MODIFICATION NUMBER

Modifications are original contract actions, not "corrections" to the basic contract. Report modifications as "A - Original" when completing Item 7, Type of Data Entry.

For reporting purposes, contract renewals are treated as modifications whether or not actually issued on a modification form.

If the action date of a modification is October 1, 1988 or later, report the action using the SF-279, Individual Contract Action Report, even though the action was originally reported on an AD-760, Report of Individual Procurement.

Modification numbers may be in any combination of 1 to 4 alpha/numeric characters. The same modification number may not be used more than once for the same contract. If the same number is used twice, the last transaction reported will be rejected as a duplicate entry.

ITEM 4. CONTRACTING OFFICE ORDER NUMBER

Omit dashes when reporting a Contracting Office Order Number. Report the Contracting Office Order Number only if the contract action reported (see Item 9, Kind of Contract Action) is an order under an indefinite delivery contract (Code E, Item 9), and order under a BOA (Code F, Item 9), or an order under a Federal Supply Schedule (Code G, Item 9).

ITEM 5. CONTRACTING OFFICE

The first digit of the Contracting Office Code is a zero. The last four digits/characters are your current procuring office code; i.e., the last four digits of your FEDSTRIP Activity Address Code (See Part VI). If you are using the NFC FPDS Reporting System, just enter the last four digits/characters of your FEDSTRIP Code. The system will insert the initial zero for you.

ITEM 6. ACTION DATE

It is important to note the action date of a modification is the date the modification is signed--or the date it is effective--not the date the original contract was awarded.

The following examples illustrate the proper way to report the action date:

-- For a tree planting contract signed on March 1, 1989, enter 8903.

- For a janitorial contract signed on September 16, 1988 (FY-88), but not scheduled to begin until October 1, 1988 (FY-89) because it is contingent upon the availability of funds, enter 8810.

- For a modification signed on July 2, 1989, to a construction contract originally awarded on January 6, 1987, enter 8907 (i.e., the modification date, not the original award date).

- For a modification (signed on September 20, 1988, but not effective until October 1, 1988) to renew a lease that was originally entered on October 1, 1986, enter 8810.

- For a delivery order (issued on September 15, 1988, but not effective until October 1, 1988) to lease or maintain equipment, enter 8810.

- For a modification issued on July 1, 1988, to terminate for convenience a contract entered on January 1, 1988, enter 8807.

ITEM 7. TYPE OF DATA ENTRY

You may delete or correct a report using the SF-279, Individual Contract Action Report, even though the action was originally reported using the AD-760, Report of Individual Procurement. Note that the deleting data entries (Code"B") and correcting data entries (Code"C") are editorial changes to reports that have already been submitted. Do not use codes B or C to report new contract actions such as modifications or terminations.

ITEM 8. REPORT PERIOD

Enter the fiscal year and quarter in which the action was reported (i.e., the date reported in Item 49d). This item is automatically entered by the SF 279 reporting system.

ITEM 10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION

Do NOT place a minus sign (-) or a plus sign (+) before the entry.

ITEM 13. PRINCIPAL STANDARD INDUSTRIAL
CLASSIFICATION (SIC) CODE

SIC Code 8713 is the SIC code used to report surveying services. If you use SIC Code 8713 to report an action you must use Service Code R404 (Surveying) in Item 12. If Service Code R404 does not describe the service provided, don't use SIC Code 8713 for Item 13.

ITEM 14. ADVISORY AND ASSISTANCE SERVICES
AWARD

All Department of Agriculture agencies shall report the appropriate code. Note that the definition of advisory and assistance services set forth in OMB Circular No. A-120 includes types of services which are not strictly consultant services as well as consultant services.

ITEM 16. CONTRACTOR ESTABLISHMENT CODE

Contractor Establishment Codes may be obtained from Dun & Bradstreet using the telephone numbers and address listed on pages 30 and 31 of the FPDS reporting manual. This address and these phone numbers are for use by government agencies only; contractors may not request codes from this Dun & Bradstreet office.

Contractor Establishment Codes starting with "99" are obsolete and therefore invalid. The only exceptions are Codes starting with "999". "999" codes identify some foreign vendors. If the Code you have for a contractor starts with "99", obtain a new code from Dun & Bradstreet. Do not report the old code on the SF 279.

ITEM 17. PRINCIPAL PLACE OF PERFORMANCE

The most commonly used FIPS Pub 10-3 codes for locations outside the 50 States and U. S. outlying areas are provided in Appendix D. Contact the Procurement Division, Office of Operations, if you need codes for countries not listed in the Appendix.

Contracting offices should ensure that they are using the most current version of FIPS Pub 55 to code state, city or county data. County codes are five digit codes beginning with "99"; do not report three digit county codes using lead zeros or asterisks.

ITEM 22. COUNTRY OF MANUFACTURE

Report the two position alphabetic country code from the list provided in Appendix D. Item 22 must be completed for all actions. Code Item 22 "US" if the contract action involves U.S. products or services performed in the U.S.

ITEM 29. EXTENT COMPETED.

If the contract action reported is modification to, or a task or delivery order under, a basic contract, reenter the code originally reported for the basic contract.

ITEM 35. ESTIMATED CONTRACT COMPLETION DATE

If a modification establishes a completion date that's different from the one reported by the original contract or delivery order, enter the revised completion date. If the completion date isn't changed, reenter the date last reported. For a termination for convenience or default, the estimated completion date is the estimated date the termination will be completed.

ITEM 36 - 38. CONTRACTOR'S TIN -
COMMON PARENT'S TIN

Items 36 - 38 need not be completed for:

1. Contract actions under \$25,000

2. Contract actions deobligating funds.

3. Contracts or orders which provide that the Government will pay the contractor in full within four months of the date of the contract action.

The TIN (Taxpayer Identification Number) is not the same as the Contractor Establishment Code (Item 16). The TIN is the identifying number used on tax returns by a person or business entity. The TIN for an individual or sole proprietorship is either the individual's Social Security Number or an Employer Identification Number (EIN) assigned by the Internal Revenue Service. The TIN for a corporation or other business entity is normally the entity's Employer Identification Number (EIN).

If the contractor has a common parent, report both the contractor's TIN and the common parent's TIN.

ITEM 39 AND 40.
RESERVED FOR FPDS

Leave Items 39 and 40 blank.

ITEM 42. DEMONSTRATION TEST PROGRAM

Since USDA is a participating agency in the Demonstration Test Program, Item 42 must always be completed. Report code Y for actions involving the four designated industry groups and for actions involving USDA's ten targeted industry categories. The four designated industry groups, defined in Appendix B of the FPDS Reporting Manual, are construction, architect and engineering (including mapping and surveying), refuse collection, and non-nuclear ship repair. The ten targeted industry categories are listed in Appendix B.

ITEM 47. OPTIONAL REPORTED DATA ELEMENTS

Do not use item 47 to report initial awards to sheltered workshops. Use the letter report format provided in Appendix E of the FPDS Reporting Manual to report such awards.

ITEM 48. FOR AGENCY INTERNAL USE

48A CO ID CODE - The transition to reporting SF 279 data using electronic records makes it necessary to have some substitute for the contracting officer's (or report preparer's) signature which appears at the bottom of the paper form. It is still necessary to have a point of contact in case there is a question about data reported. Accordingly, item 48A, CO ID Code, must be completed by all contracting offices for all SF 279s. The CO ID Code identifies the Contracting Officer or, if agencies elect, the contract specialist handling the action being reported.

Agencies are responsible for assigning their own contract officer identification codes. Codes may be any combination of up to six alpha-numeric characters. Codes of less than six characters are acceptable. Duplicate codes must not be assigned to Contracting Officers within the same office.

Agencies may elect not to assign CO ID codes to their contracting officers. Contracting Officers in agencies that do not assign codes should enter their initials (including their middle initial(s)) in item 48A.

Offices using paper forms should write in the CO ID Code in the space provided at item 48 on the form.

48 Other agency internal use data. Additional positions may be added to Item 48 to collect internal use data. Agencies must contact Office of Operations, Procurement Division if any additional data need be collected for inclusion in the Departmental procurement data system.

C.3 UNIQUE REPORTING REQUIREMENTS

a. Reporting orders against Federal Schedule Contracts.

Orders for \$25,000 or less against federal schedule contracts shall be reported under the SF 281 system. Orders amended to exceed \$25,000 against federal schedule contracts shall be reported under the SF 281 system.

b. Reporting modifications.

All items must be completed unless the FPDS Reporting Manual or this Regulation specifies that the item(s) should be left blank. Enter any new information (e.g. the modification number) and make changes to report any information that differs from the original contract action report. If information is not changed, reenter the information last reported.

c. Deleting previously submitted reports.

To delete a previously submitted report, complete only items one through seven of the SF 279. Item 7 should be coded "B" to indicate a deleting data entry. The first six items, including the Action Date, must match the first six items of the report you are deleting.

d. Revising previously submitted reports.

To make a correction to a previously submitted report, complete items one through seven of the SF 279, and complete the item or items which you are changing. It is not necessary to complete all items on the form. Item 7 should not be coded "C" to indicate a correcting data entry. The first six items, including the Action Date, must match the first six items of the report you are correcting.

Do not use this procedure to report contract modifications.

C.5 INPUT SPECIFICATIONS

Individual Contract Action Report (SF 279) data may be submitted using either paper forms or the OFM/NFC SF 279 Reporting System until September 30, 1991. Commencing October 1, 1991, the Office of Operations will no longer accept paper forms.

D. SUMMARY CONTRACT ACTION REPORT (\$25,000 OR LESS) (SF 281)

Contracting offices shall use the Summary Contract Action Report (SF 281) to report contract actions with an anticipated award value of \$25,000 or less which:

- a. have not been reported using SF 279 and
- b. were not awarded using Purchase Order form AD 838.

Contract actions awarded on Purchase Order form AD 838 with an anticipated award value of \$25,000 or less, including ALL modifications to those awards (even if the revised award amount would exceed \$25,000) shall be reported on SF 281 by the National Finance Center.

Individual contracting offices shall manually report BPA purchases on the SF 281 if the BPA's were not established under the NFC "Type 45" automated system.

PART IV INDIVIDUAL CONTRACT REPORT FOR CONTRACTS EXCEEDING \$150,000 FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT (NON-APPROPRIATED FUNDS)

The Individual Contract Report for Contracts exceeding \$150,000 for the Purchase of Supplies and Equipment (Non-Appropriated Funds) must be completed only for contract action made pursuant to the Trade Agreements Act of 1979 using non-appropriated funds, where the basic contract exceeds \$150,000. Individual reports shall be completed by the Individual contracting offices and submitted to the Procurement Division, Office of Operations in the same manner as the SF 279. Do not use this form to report contracts exceeding \$150,000 if the contracts obligate appropriate funds. Obligations or deobligations of appropriated funds should be reported on SF 279. Acquisitions of agricultural products in furtherance of agricultural support programs or human feeding programs are not subject to the Trade Agreements Act of 1979 and should not be reported on this form.

PART V LETTER REPORT OF TOTAL PROCUREMENT OF SUPPLIES AND EQUIPMENT

This report will be completed by Procurement Division, Office of Operations.

PART VI CONTRACTING OFFICE CODE REPORT

This report shall be completed by the individual contracting offices and submitted to Procurement Division, Office of Operations.

The first digit of the Contracting Office Code (Item 2) is always a zero. The last four digits/characters are the last four digits of your FEDSTRIP Activity Address Code (Requisitioner Code). Offices that do not have FEDSTRIP Activity Address Codes should request them in accordance with FPMR 101-26.2. Essentially the regulation states that all requests for Activity Codes must come from an authorized central contact point in each agency. Each agency in USDA has at least a primary and alternate central point.

PART VII SPECIAL REPORTING REQUIREMENTS

This report is not applicable to Department of Agriculture agencies.

FIGURE A-1

PROCUREMENT REPORTING TABLE

NON-

ITEM	SF 279	SF 281	REPORTABLE
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PURCHASE ORDER

AD-838 Purchase Order	X (NFC prepares)		
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AD-744 Purchase Order -		X	
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Invoice/Voucher

DELIVERY ORDERS

FSS:

\$25,000 and under X

Over \$25,000 X

USDA Indefinite Delivery,

Contract value \$25,000 and under:

Dely. order \$25,00 and under: X

Dely. order over \$25,000 X (report all following delivery orders on SF 279)

USDA Indefinite Delivery,

Contract value over \$25,000:

Del. order \$25,000 & under X

Delivery order over \$25,000 X

ADP Schedules:

\$25,000 and under X

Over \$25,000 X

Other Agency:

\$25,000 and under X

Over \$25,000 X

Mods - (Delivery Order)

\$25,000 and under X

Over \$25,000 X

IMPREST FUND PURCHASES

X

CONTRACTS (Service & Supply)

IFB & RFP (over \$500) X

Indefinite delivery contracts X(report
(no funds obligated) delivery
orders)

Mods (contract originally reported on SF 279):

Over \$500* X

\$500 and under X

LEASES (Real Property)

Over \$25,000 X

\$25,000 and under:

Small purchase procedures

(oral solicitations, RFQs) X

Formally solicited

(IFB,RFP or equivalent) X

Mods (lease originally reported on SF 279):

Over \$500* X

\$500 and under X

CONSTRUCTION (SF 1442)

All actions, over \$500 X

SMALL PURCHASE

Purchases of services

in Designated Industry

Groups (DIGs) X

Small Purchase Procedure,

other products/services X

Mods - (Small Purchase,

not a DIG) X

A&E (SF 252)

All actions, over \$500 X

COMMODITY PROCUREMENT

Over \$25,000 X

\$25,000 and under:

Small purchase procedures

(oral solicitations, RFQs) X

Formally solicited

(IFB, RFP or equivalent) X

* Round to nearest thousand

Mods (original purchase reported on SF 279):

o
v
e
r

\$
5
0
0
*

X

\$500 and under

X

* Round to nearest thousand

APPENDIX B

APPENDIX B - GLOSSARY OF DEFINITIONS AND ABBREVIATIONS

15. Targeted Industry Categories Targeted Industry Categories are products or services which have been identified by the Department as candidates for increased small business participation, as prescribed by the Small Business Competitiveness Demonstration Test Program. The following ten products and services are USDA Targeted Industry Categories:

a.	Chemical Products	6810	2813, 2819, 2836 2869, 2879, 2891
b.	ADP Central Processing Units (CPUs)	7021	3571, 5734
c.	Bags and Sacks	8105	2299, 2673, 2674

d.	Outerwear - Men's	8405	2329, 2385
e.	Technology Studies	B544	8731, 8999
f.	Maintenance and Repair of ADP Equipment	J070	7378
g.	Installation of ADP Equipment	N070	7373, 7379
h.	Other Photo/Mapping/ Printing Services	T099	2741, 2759, 7336, 7389
i.	Vocational/Technical Training	U006	8249, 8299, 8331
j.	Leasing Special Industry Machinery	W036	3555, 2823, 7359

APPENDIX C - PUBLICATIONS AVAILABLE FOR
ASSISTANCE IN CODING AND SUBMITTING DATA

1. Federal Procurement Data System (FPDS) Reporting Manual. Additional copies of the Reporting Manual and amendments thereto may be obtained from the Procurement Division, Office of Operations.
2. Federal Procurement Data System (FPDS) Product and Service Codes (October 1988). Additional copies of the Reporting Manual may be obtained from the Procurement Division, Office of Operations.
3. DR 5004-2, Reporting Procurements Under \$25,000.
4. FIPS PUB 55, Guideline Codes for Named Populated Places, Primary County Divisions, and Other Locational Entities of the United States and Outlying Areas, DC-4. FIPS PUB 55 is a four volume set. It may be ordered from the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161, telephone (703) 487-4650. The set costs \$120.00 plus shipping.
5. NFC Procedures Manual, Title VI, Chapter 7, Section 4, SF 279 Reporting. Copies of this Section should be ordered from the National Finance Center.

APPENDIX D

APPENDIX D - CODES FOR COUNTRIES, DEPENDENCIES AND AREAS OF SPECIAL SOVEREIGNTY

The following list of two letter country codes from FIBS Pub 10-3 includes only those codes which are most commonly used by USDA agencies. To obtain codes for other unlisted countries or dependencies, consult FIPS Pub 10-3 or contact the Office of Operations.

BELGIUM - BE

BRAZIL - BR

BURUNDI - BY

CAMEROON - CM

CANADA - CA

COSTA RICA - CS

CZECHOSLOVAKIA - CZ

DENMARK - DA

ECUADOR - EC

EGYPT - EG

FRANCE - FR

GERMANY - GE

GUATEMALA - GT

INDIA - IN

IRELAND - (Irish Republic) - EI

JAPAN - JA

LAOS - LA

MADAGASCAR - MA

MALAWI - MI

MEXICO - MX

MOROCCO - MO

NEW ZEALAND - NZ

PANAMA - PM

PORTUGAL - PO

PUERTO RICO - Use coding for Puerto Rico in FIPS Pub 55. Puerto Rico's numerical code is "72".

SAUDI ARABIA - SA

SWEDEN - SW

SWITZERLAND - SZ

TRUST TERRITORY OF THE PACIFIC ISLANDS - NQ

UNITED KINGDOM - UK

UNITED STATES - US

VENEZUELA - VE

APPENDIX E (NEW)

REPORT ON CONTRACT AWARDS TO PUBLIC OR PRIVATE ORGANIZATIONS
FOR THE HANDICAPPED (SHELTERED WORKSHOPS)
UNDER SMALL BUSINESS SET-ASIDES

Each initial award made to a sheltered workshop competing under a small business set aside shall be reported to the Procurement Division, Office of Operations on the form provided in Appendix E of the FPDS Reporting Manual, as well as on the SF 279. This requirement applies to initial awards only, and not to modifications of or delivery orders against such awards.

Report the following data on the report form:

Agency Code. Report the agency identification code for your agency from Appendix F.

Contracting Office Code. Report the Contracting Office code assigned to your office. This code is the same as the Contracting Office code reported in block 5 of the SF 279 (Appendix A, page A-9).

Contracting Number. Report the contract number of the award to the sheltered workshop. The contract number should be left justified. Do not fill in any left over spaces with zeros, and do not include dashes or spaces in the contract number.

Action Date. Calculate and report the action date in the same manner as Item 6 of the SF 279 ("Action Date").

Handicapped Contract Amount. Report the face value of the contract, right justified and rounded to the nearest thousand. It is not necessary to fill in any blanks with lead zeros. If the award is a requirements or indefinite quantity contract, report the estimated value of the award.

Next Higher For Profit Small Business Bid. Estimate and report the face value of the contract if the contract had been awarded to the next higher small business bidder. Right justify and round to the nearest thousand. It is not necessary to fill in any blanks with lead zeros. If the award is a requirements or indefinite quantity contract, use the estimated requirement as a basis for your estimate.

APPENDIX F

TABLE OF ORGANIZATIONS AND CODES

FOR DEPARTMENT OF AGRICULTURE

The following agency identification codes shall be used in Item 1 of the SF-279, Individual Contract Action Report:

ACS Agricultural Cooperative Service

AMS Agricultural Marketing Service

APHIS Animal and Plant Health Inspection Service

ARS Agricultural Research Service

ASCS Agricultural Stabilization and
Conservation Service

CSRS Cooperative State Research Service

EAS Economic Analysis Staff

EMS	Economics Management Staff
ERS	Economic Research Service
ES	Extension Service
FAS	Foreign Agricultural Service
FCIC	Federal Crop Insurance Corporation
FGIS	Federal Grain Inspection Service
FMHA	Farmers Home Administration
FNS	Food and Nutrition Service
FSIS	Food Safety and Inspection Service
FS	Forest Service
HNIS	Human Nutrition Information Service
NAL	National Agricultural Library
OAE	Office of Advocacy and Enterprise
OALJ	Office of Administrative Law Judges
OBPA	Office of Budget and Program Analysis
OE	Office of Energy
OFM	Office of Finance and Management
OGC	Office of the General Counsel
OGPA	Office of Governmental and Public Affairs
	OICD Office of International Cooperation and Development
OIG	Office of Inspector General
OIRM	Office of Information Resources Management
OO	Office of Operations
OP	Office of Personnel
OT	Office of Transportation

PSA	Packers and Stockyards Administration
REA	Rural Electrification Administration
SCS	Soil Conservation Service
SEC	Immediate Office of the Secretary of Agriculture
WAOB	World Agricultural Outlook Board